



August 11, 2015

Mr./Mrs/ Ms. XXX YYYY  
123 Closed Rd  
Open City, No State 12345

Dear Mr./Mrs./Ms. XXX YYYY:

We are writing to inform you of an incident involving your personal information. On July 27<sup>th</sup>, an email with a copy of your W2 form was inadvertently sent to an employee at Greenlight. The email and its contents has since been deleted from the respective employee's mailbox.

As a precautionary measure, we are notifying you so that you may take steps to protect yourself against misuse of your information in the event it is used. Remember to always carefully review your financial statements every month to identify any unauthorized transactions. Remain vigilant over the next 12 to 24 months and promptly report incidents of suspected identity theft or unauthorized activity to the appropriate law enforcement agency.

To help protect your identity, we are offering a **complimentary** one (1) year membership of Experian's ProtectMyID™ Elite. This product helps detect possible misuse of your personal information and provides you with superior identity protection services focused on immediate identification and resolution of identity theft.

Activate ProtectMyID Now in Three Easy Steps:

- ENSURE That You Enroll By: **<Date>**
- Visit the ProtectMyID Web Site: [www.protectmyid.com/enroll](http://www.protectmyid.com/enroll) or call 877-441-6943 to enroll
- **Activation Code (Ms. XXX YYYY): <CODE>**

Once your ProtectMyID membership is activated, your credit report will be monitored daily for 50 leading indicators of identity theft. You'll receive timely Surveillance Alerts™ from ProtectMyID on any key changes in your credit report, a change of address, or if an Internet Scan detects your information may have been found in an on-line forum where compromised credentials are traded or sold.

ProtectMyID provides you with powerful identity protection that will help detect, protect, and resolve potential identity theft. In the case identity theft is detected, ProtectMyID will assign a dedicated U.S.-based Identity Theft Resolution Agent who will walk you through the process of fraud resolution from start to finish for seamless service. If you have any questions about



ProtectMyID, need help after you enroll understanding something on your credit report, or suspect an item on your credit report may be fraudulent, please contact Experian's customer care team at 877-441-6943 and provide engagement#: <Engagement Code>

Your complimentary 12-month ProtectMyID membership includes:

- Credit Report: A free copy of your Experian credit report.
- Surveillance Alerts:
  - Monitoring daily by the three (3) Credit Bureaus: Alerts you of suspicious activity including; new inquiries, newly opened accounts, delinquencies, or medical collections found on your Experian, Equifax, and TransUnion credit reports.
  - Internet Scan: Alerts you if your Social Security Number, or Credit and/or Debit Card numbers are found on sites where compromised data is found, traded, or sold.
  - Change of Address: Alerts you of any changes in your mailing address.
- Identity Theft Resolution: If you have been a victim of identity theft, you will be assigned a dedicated, U.S.-based Experian Identity Theft Resolution Agent who will walk you through the fraud resolution process, from start to finish.
- Lost Wallet Protection: If you ever misplace or have your wallet stolen, an agent will help you cancel your credit, debit, and medical insurance cards.
- \$1 Million Identity Theft Insurance<sup>1</sup>: As a ProtectMyID member, you are immediately covered by a \$1 Million insurance policy that can help you cover certain costs including, lost wages, private investigator fees, and unauthorized electronic fund transfers.

Under federal law you have the right to obtain a free copy of your credit report once a year from each credit reporting agency. You can obtain your free credit report by visiting [www.annualcreditreport.com](http://www.annualcreditreport.com) or by calling 1-877-322-8228.

You also have the right to place an initial fraud alert on your credit file. A fraud alert lets creditors know they should contact you before they open a new account in your name. You can do this by calling any one of the three credit reporting agencies listed below. As a result of initiating this fraud alert, a free credit report will be sent to you by the credit bureau. The fraud alert will stay on your account for 90 days. After that, you can renew the alert for an additional 90-day period by calling any one of the three agencies.

---

<sup>1</sup> Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of AIG. The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.



**Equifax:** 1-800-525-6285; www.equifax.com; P.O. Box 740241, Atlanta, GA 30374-0241  
**Experian:** 1-888-EXPERIAN (397-3742); www.experian.com; P.O. Box 2002, Allen, TX 75013  
**TransUnion:** 1-800-680-7289; www.transunion.com; Fraud Victim Assistance Division,  
P.O. Box 6790, Fullerton, CA 92834-6790

**Special Information for California Residents:** Even if you do not find any signs of fraud on your reports, the California Office of Privacy Protection recommends that you check your credit reports every three months for the next year. The law allows you to order a free credit report from each agency every 12 months. You may order one, two, or all three reports at the same time, or you may stagger your requests during a 12-month period to keep an eye on the accuracy and completeness of the information in your reports. Just call one of the numbers above to order your report and keep the “fraud alert” in place. For more information on identity theft, we suggest that visit their website at [www.privacy.ca.gov](http://www.privacy.ca.gov)

For more information on identity theft and how to protect yourself, you can contact the Federal Trade Commission at 1-877-FTC-HELP (1-877-382-4357). The FTC website also has a special section on identity theft that offers helpful information. That site is:  
<http://www.ftc.gov/bcp/edu/microsites/idtheft/consumers/index.html>.

We have not taken this incident lightly and deeply regret any inconvenience this may have caused. If you have any questions please contact us at 949-265-4706.

Sincerely,

Carol Anderson  
Assistant Vice President – Human Resources